

My Community Wants **Pay-As-You-Throw**



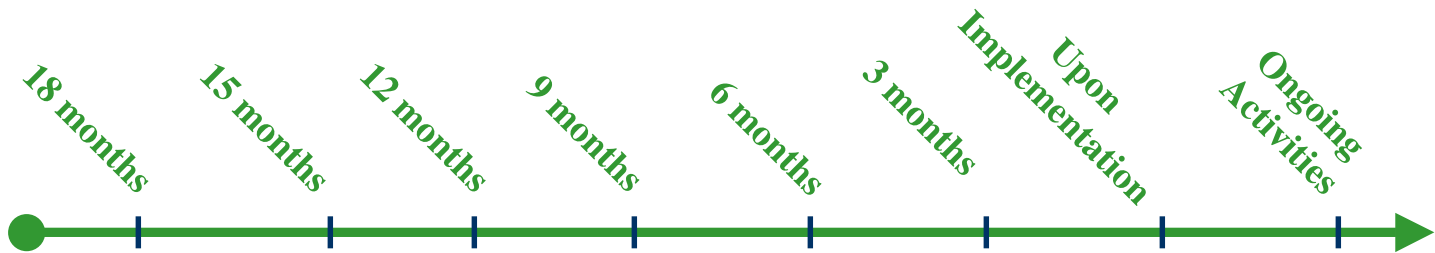
Now What ?

Presented By:
The Maine State Planning Office
1-800-662-4545
www.recyclemaine.com



Implementation Timeline

18 Months – Start to Finish



- Because each community begins the process of implementing PAYT with unique issues and circumstances, the steps you follow and the timing of those steps will vary from this sample.
- **Remember:** this sample timeline may not include every step necessary as pursue public and political support for PAYT in your community.

**18 months
before
Implementation**

Program Activity



- Study PAYT with solid waste staff, set goals
- Present program to town manager and town council
- Develop implementation plan and timeline



**15 months
before
Implementation**

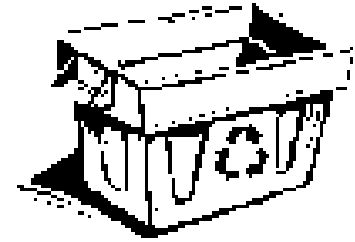
Program Activity



- Form task force, including representatives from community civic groups, collection crews, Town office, and likely bag retailers
- Begin planning public outreach and education effort
- Determine data monitoring needs and design collection and reporting procedures
- Compare bags against other container options, make final container selection
- Create a Rate Structure Design group including DPW managers and municipal accounting/finance personnel

**12 months
before
Implementation**

Program Activity



- Begin monitoring recycling levels, waste amounts shipped to landfill
- Determine whether to expand recycling program and/or develop yard trimmings collection program
- The Rate Structure Design group reports on initial findings, including possible per-bag prices and any equipment/staffing needs

Optional:

- Design a pilot program for selected neighborhoods

**9 months
before
Implementation**

Program Activity




- Begin implementing community-wide public outreach: presentations to key community groups, utility bill inserts, and press releases to newspapers
- Determine bag specifications and issue RFP
- Recruit retailers to sell bags
- Review existing ordinances to decide if any changes/new ordinances are needed
- Establish enforcement procedures for program
- Consider rate assistance for low-income or other special populations
- Rate Structure Design group presents proposed rates for staff and task force review

Optional:

- Implement a pilot program; dedicate a staff member to answering residents' questions and monitoring results

**6 months
before
Implementation**

Program Activity

- 
- Continue outreach; fact sheet with PAYT information and answers to common questions
 - Plan for implementing new yard waste program and changes to recycling program
 - Prepare system for collecting bulky waste items under the new program
 - Draft any new ordinances or changes to existing ones determined from earlier analysis
 - Select bag vendor and prepare system for purchasing bags and selling to retailers
 - Work with retailers on bag delivery, invoice schedule, and inventory monitoring
 - Develop criteria for special populations assistance
 - Decide whether to include multi-family housing residents in the program and, if so, how
 - Rate Structure Design group presents final rates

Optional:

- Evaluate lessons learned from pilot program, continue monitoring results

**3 months
before
Implementation**

Program Activity



- Continue public outreach; include the program participation fact sheet in last utility bill before implementation
- Enact new ordinances
- Train enforcement personnel
- Develop "error tags" collection crews can attach to any trash not in bags or over maximum weight
- Begin receiving and processing requests for assistance from special populations
- One month prior to implementation, retailers begin selling bags to residents

Upon Implementation

Program Activity



- Begin expanded recycling collections, yard trimmings collections, new bulky waste collection system
- Collection crews continue to pick up trash not in program bags or over maximum weight for one month, then begin leaving trash with "error tags" attached as needed
- Continue close monitoring of waste amounts, recycling levels

Ongoing Activities

Program Activity



- Monitor bag inventory, obtain and sell new bags as needed to retailers
- Continue program monitoring; issue quarterly program reports on results to mayor and town council
- Conduct annual customer service evaluation
- Consider program adjustments as needed
- Revise and distribute new public education materials as needed



Implementation Timeline

Steps for implementing Pay-As-You-Throw
are available on our website:

www.recyclemaine.com

Tom Miragliuolo, Planner
287-9074

Maine State Planning Office
38 State House Station
Augusta, ME 04330-0038

Source:
U.S. Environmental Protection Agency